

RHODE ISLAND INFRASTRUCTURE BANK

REQUEST FOR PROPOSAL (RFP)

Website Design and Development

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- ISSUE DATE: January 6, 2016
 - RFP QUESTIONS DEADLINE: January 12, 2016
 - QUESTIONS AND ANSWERS POSTED: January 15, 2016
 - BIDS DUE: 12:00pm (noon) - January 26, 2016
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SECTION 1

INTRODUCTION AND PURPOSE OF THE RFP

The Rhode Island Infrastructure Bank (the “Bank”) is requesting proposals from qualified individuals and organizations to develop and design a new website for the Bank to replace the current <http://www.riinfrastructurebank.com> site.

The Bank is a quasi-public agency, governed by a five member Board of Directors. The Bank administers a number of financing programs for wastewater, drinking water, road and bridge, and energy infrastructure projects. The Bank funds these programs principally by issuing Bank Revenue Bonds and lending the proceeds to municipalities, utilities, and other quasi-public agencies.

The Bank intends to use this RFP process to select an individual or firm to serve as web designer to design and develop a website supporting the Bank’s primary programs, including but not limited to:

1. Clean Water State Revolving Fund
2. Drinking Water State Revolving Fund
3. RI Water Pollution Control Revolving Fund
4. Facility Plan Loan Program
5. Community Septic System Loan Program
6. Municipal Road and Bridge Revolving Fund
7. RI Zero Interest Loan Fund
8. Sewer Tie-In Loan Fund
9. Efficient Buildings Fund
10. Brownfields Remediation Revolving Fund

The Bank may also have a website (or websites) supporting Commercial and/or Residential Property Assessed Clean Energy programs, which will be linked from the Bank's principal website.

Proposals must conform to the requirements of this Request for Proposals and should not exceed fifteen pages in length, including exhibits. A one page executive summary and cover letter should accompany each proposal. Eight hard copies and one electronic copy of each proposal shall be submitted to:

Rhode Island Infrastructure Bank
Attn: Joseph Dewhirst, Interim Executive Director
235 Promenade Street, Suite 119
Providence, Rhode Island 02908
jdewhirst@riinfrastructurebank.com

Proposals are due at the offices of the Bank no later than 12:00 pm on January 26, 2016.

Proposals received after that time will not be accepted.

SECTION II

SCOPE OF SERVICES

The offeror shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide services to the RIIB as follows:

- Develop and execute a plan for the design and development of a website to replace the current RIIB website.
- Provide system implementation training/Content Management System (CMS) support for RIIB staff.
- The offeror's proposal should:
 - Detail CMS offerings and describe how the proposed CMS will impact site performance/SEO optimization.
 - Outline on-going site management needs and projected costs.
 - Detail site maintenance offerings.
 - Outline hosting/colocation services and projected costs.
 - Detail hosting/colocation offerings.
- The RIIB will be responsible for content delivery for integration into new site.
- The RIIB will maintain current URL address.

SECTION III

PROCESS AND REQUIREMENTS

Offeror will provide the RIIB with consulting services as mutually agreed upon as described in a Statement of Work which will govern any particular assignment that is engaged under this RFP.

The Statement of Work shall be drafted as an engagement letter between the parties setting forth the following:

- A complete and detailed description of the type(s) of services to be rendered by the offeror;
- The applicable billing rates for the services to be rendered (“Service Fees”);
- Any additional terms and conditions to which the parties may agree.

Offerors will submit their proposals within the timeframe indicated. The RIIB is committed to selecting the most competitive offer. Our evaluation will be geared to identify those proposals which offer the best combination of expertise and value. The RIIB will not, however, base its evaluation solely on price and reserves the right to make an award to an Offeror who may not necessarily be the lowest bidder.

No extension in the submittal date will be granted on an individual basis. If the RIIB determines that the timeframe it has established for this RFP is inadequate, it may, at its option, extend the submission deadline for all Offerors.

Offerors agree that their proposals are a firm agreement to provide services at a stipulated rate to the RIIB. Those rates will be reflected in the Statement of Work engagement letter. All pricing schedules quoted in response to this RFP, however, must remain in effect for the duration of the contract if awarded.

Offeror may withdraw their proposal at any time by notifying the RIIB in writing of their intention to do so.

SECTION IV

RFP AWARD

The RIIB reserves the right to award all, partial or none of this solicitation.

The contract would not create an employment relationship. Individuals performing services required by the contract are not employees of the State nor the requesting Department or Agency. Vendor’s employees shall not be considered employees of the State or the requesting Department or Agency for any purpose and as such shall not be eligible for benefits accruing to state employees.

Travel and travel reimbursement is not authorized for this acquisition.

Offeror shall have the capability, experience, and expertise to provide the RIIB with services in accordance with the requirements set forth herein and consistent with the representations made in the submission under this RFP.

SECTION V

PROPOSAL FORMAT

The RIIB will not provide any reimbursement for any cost associated with the development or presentation of a proposal.

Failure to include any of the following information may have an adverse impact on the evaluation of a proposal:

- Offeror should complete all of the components of the below Evaluation and Selection Criteria. Offeror should respond to the main themes of each of the outlined Evaluation and Selection Criteria in a comprehensive, yet succinct, narrative that addresses the RIIB's core needs as outlined above. Offeror should provide corresponding examples, sample work products or references where asked to do so. The Selection Committee may request additional detailed responses to individual questions during the oral presentation phase.
- Inclusion of client information and references that reflect upon the Offeror's consulting expertise or experience is desirable.
- Table of contents and an executive summary of the proposal should be included.
- A fee schedule for work proposed under the RFP should be included.

SECTION VI

EVALUATION AND SELECTION CRITERIA

Company Details:

- Company name and parent company name
- Ownership structure
- Years in operation
- Mailing address (headquarters)
- Other office location(s)
- Primary phone
- Fax number
- Website and blog URL

- Primary point of contact (name, title, phone and email address)
- Bios of primary team members who would be engaged in this project
- Total number of employees
- Please provide a comprehensive pricing and/or rate sheet for all potential services you might provide under this RFP should you be selected as a service provider

References:

- Three references for web development work including: company name, primary client name, contact details and brief explanation of services provided.
- Any potential conflicts with existing vendor client base and this RFP.

Capabilities and Experience

- List all capabilities
- Please list any experience you have with website design, and any public sector projects clients in particular
- Is there a specific industry or type of work your firm specializes in?
- Please provide three case studies of your work that resulted in a web development initiative and the business results achieved using the categories below to guide your case study.

Website Development

Tell us the process that you would use to develop the website as well as content that is needed (multi-media or text)

- Provide a planning process that includes the design phase and element process;
- Execution of the development
- Provide numbers of revisions that are included
- Please detail the technical needs and systematic implementation that would be needed
- Detail project management from your agency
- Provide a detailed cost outline
- Outline analytical metrics that will be integrated into the website
- Provide a propose timeline for completion of website development and launch

SECTION VII

NOTIFICATIONS

- The Rhode Island Infrastructure Bank encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are

either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Infrastructure Bank's engagement and, if applicable, a copy of your Minority- or Women- Owned Business Enterprise state certification.

- The Rhode Island Infrastructure Bank insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as the Rhode Island Infrastructure Bank, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
1. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes," please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual

financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

- Please include a letter from an authorized officer of your firm certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Joseph Dewhirst, jdewhirst@riinfrastructurebank.com, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after selection of a firm is made by the Bank, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Infrastructure Bank employee or Board Member, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.

The RIIB reserves the right to consider evaluation criteria other than those listed in this RFP.

PLEASE NOTE that all materials submitted to the RIIB may be "Public Records" and therefore may be subject to public disclosure under the Rhode Island Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, et seq. ("APRA"). In accordance with Section 38-2-2(4)(B) of APRA, "trade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature" are not deemed to be "public records." Accordingly, the interested party responding to this RFP should clearly mark as "CONFIDENTIAL" any and all materials, including without limitation financial information, that the interested party considers to be subject to the "privileged or confidential" exception in the R.I. Gen. Laws §38-2-2(4)(B). If it receives a request for access to records, the RIIB will not disclose such confidential or privileged materials in response to an APRA request, absent a court order or consent of the interested party.

The selected Firm is required to comply with all RI State statutes and regulations applicable to vendors of the State and the RIIB.

SECTION VIII

OTHER PROVISIONS

Acceptance/Rejection/Modification of Responses: The RIIB reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive

informalities or irregularities in a proposal or in the proposal process. The RIIB reserves the right to split or to make the award in any manner deemed most advantageous to the RIIB at its sole and exclusive discretion.

Ownership: Submitted materials become the property of the RIIB and will not be returned.

Final Award: A final award is subject to negotiations of final fees and scope of services. The RIIB's selection of a firm pursuant to this RFP does not mean that the RIIB accepts all of the proposals, modifications to which may be requested and agreed to during contract negotiations. The award will be reviewed during its course and may be extended at the sole discretion of the RIIB.

SECTION IX

RFP LOGISTICS

Questions & Answers:

All questions concerning this RFP must be emailed to Joseph Dewhirst, Interim Executive Director at jdewhirst@riinfrastructurebank.com no later than 12:00pm on January 12, 2016. Questions will not be considered unless submitted in writing as directed.

Vendor questions and subsequent agency responses will be posted on the RIIB website at <http://www.riinfrastructurebank.com> and the State of Rhode Island Division of Purchases website no later than 5:00pm on January 15, 2016.

RFP Deadline

Completed proposals relating to this RFP must be received by the RIIB on or before January 26, 2015 at 12:00 p.m. All proposals with the appropriate required information must be submitted in a sealed package.

Please submit eight (8) copies of the proposed materials to:

Rhode Island Infrastructure Bank
Attn: Website Design and Development RFP
Joseph Dewhirst, Interim Executive Director
235 Promenade Street
Suite 119
Providence Rhode Island 02908

Proposals submitted after the due date and time will not be considered, no exceptions.

Disclaimer: This RFP does not commit the RIIB to award any funds, pay any costs incurred in preparing an application. The Bank reserves the right to accept or reject any or all applications

received, negotiate with all qualified applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in the best interest. The RIIB's decision on these matters is final.

It is the sole responsibility of the applicant to ensure that the Proposal is complete and properly submitted. At its discretion, the RIIB may request supplemental materials from the applicant and such materials must be submitted within five (5) days of the request or the Proposal may be rejected without further review.